SOUTH EAST EUROPE
Transnational Cooperation Programme

SEE Applicants' Guidelines
-Part 2-
Application Form

1st call for proposal
Version 13.10.2008

European Territorial Co-operation 2007 – 2013

Content

Introduction

The present document aims at providing the lead applicants participating in the second step in the first call for proposals of the South East Europe Transnational Programme with the most in-depth information possible concerning the technical characteristics of the Application Form (AF). In addition, this document provides useful explanations about the interlinks existing among the different sections of the Application Form and, in particular, on the error messages that highlight the existence of inconsistencies in the contents proposed by the applicants.

The requirement of submitting an Application Form duly filled in and presenting no error messages is one of the formal criteria, therefore all lead applicants are strongly recommended to carefully read these instructions. In addition, **the lead applicant is requested NOT to remove the protection of the Application Form, since it could result in damaging it. In this case the Application Form will be considered formally rejected.**

Should applicants be confronted with any problem when filling in the Application Form, we advise them to contact the SEE Joint Technical Secretariat:

Email: jts@southeast-europe.net

The submission of the electronic version of the Application Form, of the annexes and the partnership agreement should be done **by uploading** the documents on the Programme website in a zipped format. The deadline for electronic submission is **21 November 2008**, **24:00 CET (Central European Time)**. Before uploading, the applicants have to zip the application pack and name the file as follows: *SEE_AP_acronym of the project.zip*

The submission of the paper version should be done by:

a) registered post, no later than **21 November 2008**. In this case the post office stamp will constitute proof of compliance with the deadline given above. The package must be sent to the following **postal address**:

> SEE Joint Technical Secretariat
>
> VÁTI Kht.
>
> Gellérthegy utca 30-32
>
> H-1016 Budapest, Hungary

or

b) hand delivery (direct or through any authorised representative of the Applicant, including private messenger service, etc.) by **21 November 2008, 13:00 hours CET** at the latest to the following address:

> VÁTI Kht.
>
> Gellérthegy utca 30-32. ground floor
>
> H-1016 Budapest, Hungary

In this case, in order to establish proof of the date of deposit, the depositor will receive, at registration, a receipt which will be signed, dated and stamped. Please note that in this case it is the date and time of reception at the SEE JTS premises that will count, not the actual date at which it was dispatched.

The Application Form, the annexes and the partnership agreement (consisting of 1 original and 2 copies) should be enclosed in one envelope which should be sealed. If self-adhesive envelopes are used, they should be further sealed with adhesive tape, upon which the depositor's signature must appear.

The envelope should bear, in addition to the address above mentioned, the following mention: **SEE 1st CfP – NOT TO BE OPENED**

Technical instructions

<u>Basic technical requirements</u>

The Application Form is an Excel document and has therefore been programmed using Microsoft Windows; **the proper functioning under other systems is not guaranteed**.

The English version of the MS Office 1997 programme has been used as default for developing the Application Form.

• **Macros:** since the Application Form uses several Macro-functionalities in order to make the complex document more user-friendly, Macros have to be **activated.** Depending on the PC-system, and when opening the excel-document, following cases might occur:

> o **A window might pop up** asking whether you would like to activate the macro – confirm by ticking "activate/enable Macros"

> o **In other cases, you have to do it actively by selecting Menu –** Extras/Tools – Macros (in all open workbooks)

• **Security level**: the security level has to be set to "medium" or lower. As in the case of the Macros, it might be that your PC-system has set the security level to "high" by default.

> o **You can change the security level by selecting Menu** – Extras/Tools – Macros – Security – Security level

<u>Warning messages:</u>

• **ERROR messages.** As stated above, error messages are to be avoided under all circumstances due to their negative impact on the formal check of the proposal. In order to assist applicants, an overview of all ERROR messages is given in the section "1.Project Identification". Prior to the submission of the Application Form, please make sure that no ERROR message appears in this overview.

• **Red colour of text / amounts.** This situation has also to be avoided under all circumstances. You will be mainly confronted with any of the following cases:

- Red colour of titles: compulsory field incomplete

- Red colour of text: you have exceeded the maximum number of characters.

  Even if the text exceeding the maximum number of characters will not be automatically deleted from the electronic version of the Application Form, this text will not be visible in the printed version and therefore will not be taken into account during the assessment of the project proposal.

- Red colour in budget tables

  o you have exceeded a threshold. In most cases a warning message pops up in addition and an ERROR message will be displayed in the check list.

o The amounts indicated do not match in cross checked budget tables.

- Red colour of duration: the duration of a single action is exceeding the overall project duration. Please review the start and the end date and amend accordingly.

Please refer also to the instructions given in the "2.Partnership" and "5.Budget" section for further cases related to this technicality.

- Colour of cells and tables:

  o **Orange**: Scroll down menus in **orange** fields allow the applicant to select the appropriate response option.

  o **Dark red**: **dark red** fields are automatically completed or automatically calculated. These fields cannot be changed.

  o **Grey**: fields are automatically completed. These fields can not be changed.

- **Incomplete messages.** The section "1. Project Identification" (cover sheet) provides an overview on all sections that are not fully filled in. Prior to the submission of the Application Form, please make sure that no INCOMPLETE message appears in this overview.

Proper use of Excel:

• Text boxes: in order to write/amend a text box, enter the box and tick twice. Please, fill in the text in a way that allows displaying it completely when printed. Text which is not visible on the printed hardcopy version can not be taken into consideration even if not exceeding the maximum number of characters given.

• Transfer of data: please allow sufficient time for a proper automatic transfer and updating of the data inserted between the different sections of the Application Form.

• If you want to use a bullet list in any of the input fields in the Application Form, please press 'Alt+Enter'.

• Drop down lists: select one of the pre-defined items. In case of mistake, just select another item.

• Tick-boxes: you can tick the corresponding item and a "√" will appear. In case of mistake, delete the "√" by pressing the "Delete button".

• Never use the autofill option ("drag and fill" function) of Excel in the budget tables. If an error appears due to the hidden rows correction can not be made.

Please remember to restructure the printing layout once the application form is filled in completely, allowing a clear displaying of the pages and optimizing the paper consumption: before printing, think about environmental responsibility!

Page breaks can be changed manually.

Instructions for filling in the Application Form sheets and sections

General remark

Description of all required fields should be written in a clear and concise way, allowing the assessors to understand the content and concept. Thus, using all the available characters – when not needed – will not be considered as an asset.

Section 1: Project identification

This sheet refers to the general information related to the project.

Project Title and Project Acronym: a maximum of 200 characters are allowed for writing the full project title and up to 50 characters for its acronym. Both project name and acronym should be the same as those used in the Expression of Interest.

EoI Reference Number: the code indicated in the letter sent by the JTS inviting the proposal to the second step.

Project Summary: clearly give a comprehensive overview of the project. Summarise the background the objectives, the main activities and the expected outputs and results. In case of approval this information will be used to present your project on the programme website. Please note that you will be required to provide more detailed information about the contents of your project in other sections of the Application Form, therefore you should preferably fill in this part after the entire form is filled in.

Priority Axis and Area of Intervention: you must use the scroll down menus to complete fields with the relevant Priority Axis and Area of Intervention. Both fields are interlinked: if you select a specific Priority, only the corresponding Areas of Intervention can be selected.

A warning message will appear if the Priority Axis and the Area of Intervention do not match.

Project Lead Partner (LP): this information will be transferred automatically from section 2.1.

Project Duration: fill start and end date (month and year): start month is understood as being "*first day of the month*" and end month is understood as being the "*last day of the month*" (e.g. 30 or 31).

The maximum possible project duration is 36 months; a warning message will appear if the number of months of duration exceeds 36 months.

Total requested budget, Total requested ERDF and Total requested IPA (per each Country): this information will be transferred automatically from section 5.2.

10% ERDF flexibility rule: this information will be transferred automatically from each partner's file of section 2.

CHECK LIST:

An "INCOMPLETE" message is displayed whenever inside a compulsory section one or more fields have not been filled in.

An "ERROR" message is displayed whenever a warning message is still displayed in the correspondent section.

Before submitting the Application Form you shall ensure that no "INCOMPLETE" and "ERROR" messages are displayed.

The warning message "INCOMPLETE" in *"1.Project Identification"* will disappear after all sections on the sheet are complete, including the "Check questions" below the check list.

Section 2: Partnership

At the beginning of this section, a list of shortcuts is displayed, to directly move to each partner's specification contained below in the same page. In the event that you won't require the shortcuts, then simply scroll down the page.

IMPORTANT NOTE: the classification of the partners is as follows:

- LP

- ERDF LP (in case the project's LP is not coming from a Member State – specified later)

- ERDF-PP1, ERDF-PP2 …

- IPA-PP1, IPA -PP2 …

- 10%-PP1, 10%-PP2 …

- Observer1, Observer2 …

This classification is used in all sheets of the workbook.

General

The table gives an overview of the number of partners per country of the programme area. Information will be transferred automatically from sections 2.*n*.5 (*n* is the number of the partner's file).

Description of the partnership: the composition of the partnership in relation to the objectives and envisaged results of the project has to be presented and justified. The reasons behind its composition should be provided also in relation to the geographical mix of countries and regions. The capacity of the partnership to perform joint transnational actions and achieve the expected results has to be explained. Real participation and commitment of the partners in the activities are expected (i.e. activities and/or budget shall not be concentrated in the hands of few partners only). Therefore, if there are any imbalances in the partnership regarding transnational, cross-sector or

vertical representation, the reasons should be justified and clearly explained with regard to the project description.

Abbreviation – Name of the Lead Partner's/Partner Institution in original language and Name of the Lead Partner's/Partner Institution in English: original name of the Lead Partner's/Partner institution and its translation in English shall be indicated. The abbreviation shall be limited up to 10 characters and will be automatically transferred / recalled to different sections of the Application Form.

Type of institution and Legal status: you must use the scroll down menus to complete these fields. If you need further information on *Type of institution* and *Legal status* please check the SEE Programme Manual (section 3.2.1).

Address: you shall indicate the official address of the Lead Partner's/Partner institution. Remember to select the Country before selecting the NUTS II and NUTS III fields (for further information, *http://ec.europa.eu/eurostat/ramon/nuts/codelist_en.cfm?list=nuts*). For those countries which do not have a NUTS II or NUTS III, it is requested to select the dash from the scroll down menu. If this is not selected, an error message will appear.

Legal representative: you shall make sure that the person indicated here is legally empowered to represent the Institution/Organisation. It should furthermore be the person signing the partnership agreement (and then later on the subsidy contract in case of ERDF Lead Partner). As e-mail, insert the e-mail of the legal representative of the institution. Avoid inserting general e-mail address (e.g. info@yahoo.com).

Contact person: you shall make sure that the person indicated here is actually involved in the implementation of the project. As e-mail, insert the e-mail of the person responsible of the project, it will be used by the programme for any official communication. Avoid inserting general e-mail address (e.g. info@yahoo.com).

IMPORTANT NOTE: on the basis of the selection of the Country in section 2.1.5, the Lead Partner is identified as Lead Partner (when located in an EU member state) or functional Lead Partner (when located in a non EU member state).

In case of functional Lead Partner, the partnership should choose one ERDF Lead Partner that is responsible for the ERDF management (for more information please check the SEE Programme Manual, page 4). Thus, on the basis of the selection of the Lead Partner country, if a non EU member state is selected, then an extra section for the ERDF Lead Partner will be displayed automatically.

Next sections/fields take into consideration this distinction.

A set of fields are needed to be filled in order to better understand the relevance of the beneficiaries (either functional Lead Partner, ERDF Lead Partner or project partners):

- **Geographic scope of the regular activities of the LP/Partner:** please choose in the scroll down menu among transnational, national, regional and local as geographic scope of regular activities of its organisation.

- **Relevance of the proposed LP/Partner in this project:** please describe how the LP/Partner will contribute to the content of the project and benefit from it, including a description of its competences and experience in the issues to be tackled by the project. Finally, the Partner should demonstrate that it will have the necessary resources (human resources, equipment, premises, etc.) to provide an effective contribution to the project.

- **Description of the LP experience in the management of international partnerships:** please describe the LP previous experience in managing international partnerships and relevant competences of the internal resources involved. Finally, the LP should demonstrate that it will have the necessary resources (human resources, equipment, premises, etc.) to provide an effective lead role and contribution to the project.

- **Description of previous experience in INTERREG and other EU funded projects**: please list the LP previous experience in participating in EU funded projects, with specific focus on the INTERREG projects and the European Territorial Cooperation. (if the LP or any project partner has no experience related to INTERREG and/or other EU funded projects, then write "no experience" in this field).

Overview of the LP/Partner budget:

This information will be transferred automatically from section 5.2.

The "Declaration and co-financing Statement for Project Partners" signed by each ERDF partner and the annex 4.c) Co-financing Sheet submitted by each IPA partner have to be in line with the data given in this section (see section 4.1.1. of the SEE Programme Manual and Annex 9. of this Guidelines).

<u>In kind contribution:</u>

In case in kind contribution is planned by the project partner, the amount of in kind contribution has to be indicated in this section.

The limitation for the amount of in kind contribution has to be respected. The in kind contribution can not be reimbursed from ERDF funds and state contributions, therefore the amount of in kind contribution can not be higher that the sum of regional, local and other public contribution given in "*5.2. Sources of co-financing*" table of the AF. This rule has to be applied at project partner level.

For the detailed rules relevant for in kind contribution, please read carefully the section 3.4.8. c) of the SEE Programme Manual.

In kind contributions are not eligible under the IPA funds.

Revenues generated by the project:

In case it is possible to objectively estimate the amount of revenues generated by the project, it shall be indicated in this section. The amount of revenues indicated in the AF will be considered as estimation which will not affect the amount of eligible expenditure of the project at the application phase. Revenue-generating activities are not eligible under the IPA funds.

Use of the 10% flexibility rule in implementing activities in non EU countries of the programme area (for any information concerning the applicability of the 10% flexibility rule in the SEE Programme, please read carefully from page 34 of the SEE Programme Manual):

- ▪ **For ERDF Lead Partner/Partners**: if the ERDF LP/PPs will use the 10% flexibility rule (10% of the total ERDF project budget), have to select the "yes" button, which will activate the description field, and specify the amount of budget. These fields, once activated, have to be manually filled in.

Use of the 10% flexibility rule for sponsoring of a non EU partner of the programme area (for any information concerning the applicability of the 10% flexibility rule in the SEE Programme, please read carefully from page 34 of the SEE Programme Manual)**:**

- ▪ **For ERDF Lead Partner/Partners ("sponsor")**: if the ERDF LP/PPs will use the 10% flexibility rule (10% of the total ERDF project budget), have to select the "yes" button, which will activate the description field and specify the beneficiaries (the scroll down menu displays the 10% partners only once their data files are filled in and they "exist" in the AF) and the amounts of budget. These fields, once activated, have to be manually filled in.

IMPORTANT NOTE: "IPA partner" is a partner coming from an IPA country and requesting IPA funds. Whenever a partner coming from an IPA country is not requesting IPA funds and is foreseen to be "sponsored" through the 10% ERDF flexibility rule, then it should be considered as a "10% partner" and its data inserted in the related section.

In all cases, clear information of the use of the budget for this scope should be offered.

The last part of this section contains the fields related to possible **Observers** (non financing partners). Additionally to the standard contact details, it is compulsory for the Observers to include the description related to their added value for the project and the programme coming from their participation. Remember that any listed observers need to sign a declaration ("Observer Declaration", see Annex 9) which is part of the application package.

The AF allows the applicant to add or delete one or more partners' profiles by clicking on the buttons "Add partner" or "Delete partner" which are located in the right side of the sheet of the relevant section.

Section 3: Project Description

Project background: the background information on how the proposal has been generated should be mentioned here.

Problem or challenge to be addressed: the problem or challenge and its severity, addressed in this project proposal shall be fully described here. You should justify in which way the SEE area and specifically the territories of the involved project partners are particularly affected by the problem or challenge addressed. The relevance of the topic and the added value (how it adds to that which has been previously carried out, is happening or is planned to happen) for the cooperation area shall be here demonstrated.

Objectives of the project: the main objective and the specific objectives of the project should be listed separately and explained in this field; the link to the selected Area of Intervention should be explicit. Responses should relate to the problems described in the previous field, since the objectives should in effect provide solutions to the problems. Objectives should be concrete, quantifiable and realistic.

Methodological approach: please describe the sequence and the combination of the project activities that will lead to reach the planned outputs and results.

Transnational approach: why is the identified problem better addressed at transnational level than at national, regional or local level? Describe the benefits and advantages of a transnational approach for the project and for the planned objectives. The genuine transnational character and the transnational added value, explaining how the project goes beyond mere addition of local activities, shall be outlined in this section.

Expected results and durability: clearly define the expected joint results of the project and outline their transferability and their sustainability (both the financial, political and institutional ones). Please define how the sustainability of results will be ensured and monitored (by which means and initiatives and by whom).

Target groups and stakeholders involvement: please identify and list the target group(s) of the project (including the end users of the project results) and the project stakeholders, and explain why they are the ones to be addressed. The strategy and means foreseen to reach them in general shall be described.

IMPORTANT NOTE: The dissemination and capitalisation of project results *(3.6 and 3.7)* also constitute a main part of the project's communication strategy as set out in WP 2. When filling in these sections, please do not copy/paste the content of WP 2, but only point out the essentials.

Capitalisation of results: the results of the projects implemented in the previous programming period on the related topic should be exploited and used as starting point for transnational cooperation in the new Structural Funds period 2007-2013, to avoid the dispersion of existing knowledge and the duplication of projects. Please, insert

information on how you plan to use the results of the previous projects/ programmes by listing the acronyms of the project(s) and the specific result(s) and specifying how the results will be used. If the project proposal is not connected to already implemented projects for any reason, please explain why.

The strategy and means foreseen to ensure the results' transfer to the policy level and the dissemination in general shall be described. Please describe if and how can the results be used after the project end.

Possible internal or external constraints during and after project implementation and solutions foreseen: give information, if relevant, on the identified factors which could endanger the implementation and/or finalisation of the project (e.g. in the event of delays in the spending targets of a partner or the back out of a partner for changes in political priorities, etc.) the related change and risk management provision. If no constraints have been identified, please write down that no constrains have been identified.

Contribution to the Community Cohesion Policy and the Programme's overall objective / strategy: demonstrate in which way the project is aligned and coherent with the objectives of Cohesion Policy and the SEE Programme (SEE Operational Programme, chapter 4). Highlight few but concrete elements able to explain both the relevance of the project for the Programme and the exclusive adequacy of the Programme for the funding of the project proposal.

Contribution to the specific objective of the Programme's selected Priority and AoI: the contribution of the proposal to the Priority and Area of Intervention should be described here (SEE Programme Manual, Annex 1).

Consistency of the project with EU horizontal policy on environmental sustainability: the proposal is expected to actively tackle wider environmental concerns and should contribute to the realisation of the EU Sustainable Development Strategy. Please tick the relevant box and give some elements about it (SEE Programme Manual, section 4.3.1).

Consistency of the project with EU horizontal policy on equal opportunities and non-discrimination: activities of the proposal should be in line with European and national policies for equal opportunities and non-discrimination. Please tick the relevant box and give some elements about it (SEE Programme, section 4.3.2).

Level of joint cooperation: according to the art. 19 of Reg. (EC) 1080/06 proposals shall include beneficiaries which shall cooperate in at least two of the following ways: joint development, joint implementation, joint staffing and joint financing (SEE Programme Manual, section 5.2.2). Please tick the relevant boxes and give some details on how the proposal fulfils this criterion.

Innovative character: innovation is an overall orientation of the programme. Please explain the originality of the project and its key innovative features, leading to new approaches, methodologies and practices.

Synergies with other projects, programmes and policies: the links to other relevant projects or programmes (e.g. EU Mainstream Objective 1 & 2; European Territorial Cooperation; Regions for Economic Change; Other programmes and initiatives) should

be listed and explained here. If it is foreseen interaction with relevant actors that will ensure the coordination of activities with other EU funded programmes and initiatives, this has to be highlighted. Please, also highlight if any project partner is embedded in internationally relevant networks and associations and how synergies can be exploited.

Consistency with the local, regional and national policies of the involved partners: the consistency of the proposal with the national policies of the partners should be explained here. Please, also highlight if any project partner is embedded in nationally relevant networks and associations and how synergies can be exploited.

Section 4: Work packages

General information on Work Packages

In order to ease the management of the project, applicants are asked to divide the project into components – **Work Packages** (WPs). A WP is a cluster of actions within the project, which are interlinked thematically (e.g. activities contributing to the achievement of the same sub-objective).

In this section *"4. Work Packages"*, you should define up to eight WPs – additionally to the predefined ones - by which you plan to realise the objectives of the project (WP0, WP1 and WP2 have been predefined by the programme). As a minimum requirement, WP1, WP2 and WP3 have to be filled in. WP0 is not mandatory if no preparatory activities have been implemented.

The applicant is kindly asked to focus on the logic groupings of activities that the definition of "work package" requires and NOT to complete a higher number of WP than effectively needed. A large number of Work Packages does not lead to a better score. Moreover, complete but concise information, avoiding the continuous repetition of concepts that are not providing additional information, aiming to an easy understanding of the concepts, will be highly appreciated.

Please, indicate titles for the WPs that are not pre-defined. The title should preferably reflect the focus of the WP (e.g. Environmental Analysis). Please make sure that the compatibility of the WP with the overall aim of the project is visible and that there is a clear linkage and consistency among all the WPs.

A responsible partner for the WP has to be selected within the partnership and indicated in the related field.

Each WP should contain a **general overview** in its related field and a clear outline of the planned **activities, carried out by an appropriate mix of partners**. The detail of the activities should allow an easy understanding of the progress of the WP which can easily be reviewed during the implementation period. The description of the partners' specific tasks should offer a deep understanding of the extent of their involvement.

For each activity, the starting and end month of implementation should be selected. The applicant should consider potential difficulties and delays which can have an impact on the time schedule and provide the corresponding explanation (to be confronted to section 3.9).

A maximum of 5 activities per WP are possible; activities can be added by clicking the side button.

The cost of each activity should be provided to allow a cross checking of the total cost of the WP with the budget tables in Section *"5. Budget"*. In case of inconsistency with the total amounts in the two sections, a warning message will appear.

Please, fill in the foreseen timetables per activity carefully, as the information will be automatically transferred to section *"6. Timetable"*.

The main planned **outputs and results** of the activities (concrete products, services, and deliverables) within each WP are to be indicated and quantified and the partner(s) contributing listed as well as the reporting period of delivery. A maximum number of 10 outputs and results can be listed per each WP. Please remember that they should be specifically related to the WP, since the project's overall outputs and results have to be resumed in section *"7. Indicators"*.

Additionally, the applicant should indicate if in the specific WP common costs (related to common activities) are included, by selecting YES or NO from the scroll down menu.

Predefined Work Packages

WP0 is the work package devoted to the preparation of the proposal. This WP is not obligatory.

The costs budgeted under WP0 should cover only the **preparation activities before the approval date of the Application Form.**

Important: the **threshold for preparation costs should be respected**. Costs for the preparation of the approved project cannot exceed **2%** of the total eligible expenditures of the project or **40.000 EUR** whichever is reached earlier. Preparation costs are not eligible under the IPA funds.

The eligibility rules for preparation costs are detailed in section 3.4.8. a) of the SEE Programme Manual.

WP1 is dedicated to **transnational project management and coordination** activities. Please explain how:

- the main coordination tasks and the way the day-to-day management of the project will be organised;

- the main tasks of the financial management and the way the day-to-day financial management of the project will be organised;

- the decision-making, monitoring and evaluation procedures of the project will be organised (demonstration of a systematic plan for monitoring and evaluation and follow up actions).

Applicants are requested to indicate by selecting YES or NO in the scroll down menu if the activities related to transnational management and coordination and/or activities related to the transnational financial management will be subcontracted.

Moreover, applicants are requested to describe the project management and coordination structures, the way they are organised and how they will ensure transparency and efficiency.

When allocating the partners budgets, please consider that the costs referring to the project and financial management of each partner should be allocated under this WP.

WP2 relates to the project **communication and dissemination.** A concise description of the main elements of the project communication strategy (covering both internal and external communication measures) has to be provided. One of the project's main objectives regarding communication should be to disseminate project results to a wider public (see the target groups already described in part 3.6 and 3.7 of the Application Form). However, the description cannot be limited to this. It must be demonstrated that communication is an integrated, strategic element of the project, present throughout the entire project cycle, and does not only start in the final phase of the project with the dissemination of results. Moreover, applicants need to plan an evaluation of their overall communication activities on annual basis

An explanation of how the project intends to establish an efficient communication among the project partners has to be included. *What information tools does the project intend to use? How will the knowledge transfer among the partners be achieved?*

The project communication objectives have to be defined: they can be general (e.g. to raise awareness of the general public on the project and the added value of transnational cooperation, to disseminate project results), but also more project specific (e.g. inform the general public on specific project activities or results). The activities foreseen must be in line with the communication objectives.

The main target groups have to be identified as well: *Who does the project want to reach with the communication objectives described above? Who could use its results?* Please note: in addition to project specific target groups (i.e. the regional stakeholders), the communication activities shall also be addressed, whenever it is possible, to the media and the general public, in order to disseminate to wider audience interesting information about the project.

Applicants are requested to indicate by selecting YES or NO in the scroll down menu if the activities related to transnational communication and dissemination will be subcontracted.

Section 5: Budget

The Budget section consists of five sheets in the Application Form:

- 5. Budget
- 5a IPA Budget
- 5b Investment specifications (specification of budget on small scale investments for ERDF partners)
- 5c Equipment specifications (specification of the equipment for ERDF partners)
- 5d Common costs

The interlink among the budget sheets makes possible several automatic cross-checking of the figures and the automatic completion and calculation of several fields and tables. The cross-checking (if existing) is always supported by a "warning message", explained in this section by budget tables. In case the table has to be filled in manually, it will be also indicated.

The filling of the budget table follows the logic of "bottom-up" budget planning; therefore before starting to fill in the tables, please consider the instructions below.

5. Budget

The budget tables should contain not only the amounts of the requested Community contribution, but the total eligible expenditure for the project including the requested ERDF and/or IPA contribution and the national contribution of the project partners for each budget table.

Important: the recoverable Value Added Tax (VAT) is not eligible expenditure, and these costs cannot be included in the project budget. Therefore, each project partner has to plan its partner budget carefully, according to its own VAT status. Only in case a partner cannot recover the VAT, these costs can be included in the partner's budget.

5.1. Total project budget including IPA

The aim of the 5.1 budget table is to present the total budget of the project including the budgets of ERDF and IPA partners as well. Therefore, the budget of each ERDF and IPA partner has to be presented by work packages. The amounts allocated to the work packages have to be filled in manually for each partner. The totals per work packages and the totals per partners are calculated automatically in the application form, as well as the proportions showing the relation between the total amount and each work package/partner.

Important: the budget table for the IPA partners (*section "5.a IPA Budget"*) is not divided by work packages. However, when filling in the *budget table 5.1*, the budget of IPA partners has to be allocated to work packages as well.

Instructions	Error message
WP totals should match with WP totals in section *"4. Work packages"*	Error message, in case the figures are not matching. The figures of the concerned work package turn red in the table.
Partner totals should match partner totals in 5.2.	Error message only in the table 5.2, in case figures are not matching. The figures of the concerned partner turn red in the table 5.2.
The total amount of the WP0 (preparation costs) cannot exceed 2% of the total budget, or 40.000 EUR, whichever is reached earlier.	Error message, in case the total amount allocated to WP0 exceed the given threshold.

Attention! The budget table contains the rows for existing ERDF and IPA partners from the section "2. Partnership" which appear automatically, as well as the hidden rows up to the possible number of partners. Do not copy cells by "drag and fill" function of the Excel. If an error appears due to the hidden rows, correction can not be made!

5.2. Sources of Funding table per partner

This table summarises the financial allocations for ERDF and IPA partners in the project and the sources of funding for each ERDF and IPA partner. 10% partners and observers are not included as these partners do not have separate budget.

The sources of co-financing has to be filled in manually (ERDF contribution requested, IPA contribution requested, state contribution, regional, local, other public sources). The ERDF rate of co-financing and the IPA rate of co-financing, and total budget per partners are automatically calculated in the AF. The co-financing rates per partners cannot exceed the maximum rate of 85% both for ERDF and IPA partners.

State contribution:

This field should be filled in only in case the member state provides the project partner (by automatic or by specific calls) with national public contribution at state level for the project selected by the Monitoring Committee. Therefore only the amount reimbursed (transferred) to the partner's institution for the project shall be indicated. In case the partner's organisation is a national public authority receiving regular public funds, its contribution is considered other public contribution.

Regional contribution/ Local contribution:

To be filled in by those partners where the partner's organisation is a regional or local pubic authority /or a regional or local contributing institution provides public contribution to the partner's organisation.

Other public contribution:

To be filled in by those partners where the partner's organisation is a national public authority receiving regular public funds/ other public body/ other body governed by public

law contributing their own sources as public contribution. Or body governed by private law where a contributing institution provides public contribution to the partner's organisation.

For the detailed rules on national contribution please read carefully the section 3.2.5. of the SEE Programme Manual.

Instructions	Error message
The ERDF rate of co-financing cannot exceed 85% of the total eligible budget per partners.	Error message in case the ERDF rate of co-financing exceeds the 85%.
The IPA rate of co-financing cannot exceed 85% of the total eligible budget per partners.	Error message in case the IPA rate of co-financing exceeds the 85%.
The total eligible budget per partner should match with the partner totals in table 5.1.	Error message in case figures are not matching. The figures of the concerned partner turn red in the table.
Partners can apply for either ERDF or for IPA depending on their eligibility.	The LP's country is EU, but IPA is entered
Partners can apply for either ERDF or for IPA depending on their eligibility.	The LP's country is not EU, but ERDF is entered

Attention! The budget table contains the rows for existing ERDF and IPA partners from the section "2. Partnership" which appear automatically, as well as the hidden rows up to the possible number of partners. Do not copy cells by "drag and fill" function of the Excel. If an error appears due to the hidden rows, correction can not be made!

5.3. Total budget overview for ERDF partners per budget lines and per WPs

This table is automatically filled in on the basis of the figures entered in the table "*5.5 ERDF partner's budgets per budget lines and per WPs*". It means that the total project budget can be finalised in case the budget of each project partner is planned by budget lines and by work packages.

Instructions	Error message
ERDF Partners' budget per work packages in table 5.3. should match with ERDF partners' spending forecast per work packages in table 5.4.	WP totals should match with WP totals in table 5.4.

5.4. Total spending forecast for ERDF partners per WPs and per periods

This table is automatically filled in on the bases of the figures entered in the table "*5.6 ERDF partner's spending forecast per WPs and per periods*". It means that the total spending forecast can be finalised in case the spending forecast of each project partner is planned per periods and per work packages.

Instructions	Error message
ERDF Partners' budget per work packages in table 5.3. should match with ERDF partners' spending forecast per work packages in table 5.4.	WP totals should match with WP totals in table 5.3.

5.5. ERDF partner's budgets per budget lines and per WPs

The amounts allocated to each work packages have to be filled in manually by budget lines for each ERDF partner of the project, including the ERDF Lead Partner. The totals per work packages and the totals per budget lines are calculated automatically in the AF, as well as the proportions showing the relation between the total amount and each work package/budget line.

Instructions	Error message
The threshold for the overheads has to be applied at partner level.	Overhead costs must not exceed 25 % of staff costs

5.6. ERDF partner's spending forecast per WPs and per periods

The amounts allocated to each work package have to be filled in manually by reporting periods (on 6 months basis form the expected starting date of the project) for each ERDF partner of the project, including the ERDF lead partner. The totals per work packages and the totals per periods are calculated automatically in the AF, as well as the proportions showing the relation between the total amount and each work package/period.

The spending forecast has to be planned carefully by each ERDF project partner and has to be in line with the time plan of the project. The spending forecast given at partner level will "produce" the project spending forecast, which will be part of the subsidy contract for the successful applicants.

Instructions	Error message
Partners' budgets per work packages in table 5.5 should match with partners' spending forecasts per work packages in table 5.6.	Partners WP total is not matching 5.5. (WP1). The concerned WP turn in red.

5.a IPA Budget

The budgets have to be provided manually by IPA partners. The budget tables will be summarized per IPA countries automatically in the AF.

The IPA Financial Lead Partner per each IPA country has to fill in also the *"Annex 4.d) IPA Budget"*, sign it and stamp it and carefully checking that all the amounts correspond to the ones indicated in the "Total country budget" of the section *"5a IPA Budget"* of the Application Form.

Important: the IPA budgets to be filled in by each IPA partner in the application form are needed by the JTS and by the lead partner for monitoring the project, while the information included in the *"Annex 4.d) IPA Budget"* has to follow the IPA contractual requirements as it is a compulsory document for the contract with each EC Delegation.

While filling in the budget per IPA partner, please consider that administrative costs cannot exceed 25% of staff costs (sum of the sections 1.1 and 1.2. of the IPA budget).

In case overhead costs are directly allocated to the project (real costs) in section *"4. Local office",* administrative costs can not be allocated proportionally to the project (flat rates based on average real costs) in budget line *"10.Administrative costs"* of the budget.

The threshold for the administrative costs has to be applied at partner level.

Instructions	*Error message*
Administrative costs in 10. can not exceed 25% of the staff costs (sum of 1.1 and 1.2).	Administrative costs must not exceed 25% of staff costs.
The combination of the two methods for administrative costs (real cost in "4. local office" and proportionally allocated costs in "*10. Administrative costs*") is not allowed.	Cannot fill in "*10. Administrative costs*" if "*4. Local office*" is filled in.
The threshold for the contingency reserve has to be applied at partner level.	Contingency reserve can not exceed 5 % of the subtotal of direct eligible costs.
The total eligible budget per partner should match with the partner totals in table 5.2.	Total does not match table 5.2. The figures of the partner budget concerned turn red.

5.b Specification of budget on small scale investments for ERDF partners

The aim of this table is to provide complementary information to budget tables 5.3 and 5.5. This section of the AF should be filled in

For each small scale investment, the amount allocated for purchase of land for each small scale investment foreseen in the AF should be given. Please, remember that the purchase of land is eligible only in duly justified cases and if it does not exceed 10% of the total eligible costs of the project.

Only the small scale investments by ERDF partners have to be listed!

5.c Specification of equipment for ERDF partners

5.c.1. Cost of the equipment /partner

The aim of this table is to provide complementary information to budget tables in 5.3. The amounts allocated to the budget line "equipment" have to be given in details by work packages and by partners, by description of the equipment and the quantity of the equipment. Please note that the "amount" should bear the total amount of the equipment and not the cost per unit.

Whenever depreciable assets are budgeted, only the amount of eligible depreciation costs shall be given. In the field "description of the equipment" it shall be clearly indicated that only the depreciation costs are budgeted.

More than one type of equipment can be listed for each work packages. Only the equipments by ERDF partners have to be listed!

5.c.2. Cost of the equipment /WPs

This table has a control function: the amount of equipments given manually in the 5.c.1. table is automatically summarized by work packages.

Instructions	Error message
Costs for equipments by WPs in 5.c.2. have to match with the budget line "equipment" in 5.3.	Does not match table 5.3.

5.d Common costs

The aim of this table is to provide complementary information to section "*4. Work packages*". In case an activity will be carried out as common activity of the partners, it has to be indicated for the relevant WP at the "*4. Work Packages*" section. The description of the common activity and the share of each project partner involved in the financing of the common activity have to be given in this section. More than one common activity can be given. The responsible partner for the common activity has to be indicated for each common activity.

Only ERDF partners can share costs for common activities!

Instructions	Error message
Common activities can be given in details only for the WPs where it is indicated in section 4. Work Packages.	Concerned WP does not contain common costs.

Attention! The budget table contains the rows for existing ERDF partners from the "2. Partnership section" which appear automatically, as well as the hidden rows up to the possible number of partners. Do not copy cells by "*drag and fill*" function of the Excel. If an error appears due to the hidden rows, correction can not be made!

Section 6: Timetable

This section is automatically filled in and the applicant does not need to complete it manually.

As soon as the timeframe and the activities in section "*4. Work packages*" are indicated, the cells will turn green and the heading will be generated.

Section 7: Indicators

Section 7 collects the project indicators that are needed to evaluate the contribution of the project to the achievement of the programme's objectives:

- **Output indicators** represent the physical outputs of the projects activity and serve at project level for monitoring the implementation of activities. 26 fixed and 3 free outputs indicators are listed. Applicants are requested to select among them the ones that are relevant for the project and indicate the target values to be reached within the end of the project.

- **Result indicators** represent direct products generated by a bundle of outputs and reflect the contribution of the projects to the specific objectives of the programme. 26 fixed and 3 free results indicators are listed. Applicants are requested to select among them the ones that are relevant for the project and indicate the target values to be reached within the end of the project.

- **Codes for the priority theme dimension** are strictly related with the selected priority and area of intervention (for further details, please confront Annex I of the SEE Programme Manual) and specify the implemented operation further

- **Keywords** allow the clustering of projects among different programmes of the European territorial cooperation. Applicants are requested to selected at list two of them from the scroll down menu

Section 8: Lead Partner's confirmation

The Lead Partner's confirmation has to be printed, stamped and signed and attached to the paper version of the Application Form. Only the original version will be considered eligible. If the Lead Partner's confirmation is not signed and stamped or is missing from the application pack, the proposal will be considered ineligible.

Section 9: Annexes

Mandatory annexes

The following annexes are mandatory and if missing from the application pack, the AF will be considered ineligible.

1. Declaration and co-financing statement: the ERDF LP and the ERDF partners should fill in this statement by writing on the grey cells, print it on a headed letter, sign and stamp it. This declaration will certify all sources of co-financing the single partner will provide as national contribution to its partner budget. Thus, it's mandatory to indicate the total amount of co-financing and the sources (state/regional/local/other public contribution) and the name of the contributing institution which will provide the public contribution (if relevant). In case the partner's contribution includes in kind contribution, the amount of in kind contribution shall be indicated.

The Declaration and co-financing statement should be in line with the 5.2. Sources of funding table and thus the *"Overview of Partners' budgets"* in section 2. of the Application Form.

2. Partnership Agreement: each partner should undersign the partnership agreement and include the text with the original partners' signatures in the application pack. The template of a Partnership Agreement contains the minimum requirements requested by the Programme bodies. Project partnerships are invited to complete and enlarge the stated provisions without contradicting the mentioned rules.

3. State Aid Declaration: the ERDF LP and the ERDF partners should fill in this statement by writing on the grey cells, print it on a headed letter, sign and stamp it. The partners are requested to choose among the options in italic by striking through (or deleting) the not needed parts (e.g. are/are not…).

IPA documentation (mandatory <u>only</u> in case of partners requesting IPA funds)

4. Declaration by the IPA Financial Lead Partner for the SEE Application Form: each Financial Lead Partner from each IPA country should fill in this declaration, print it, sign and stamp it.

5. Legal Entity Sheet: each partner requesting IPA contribution should fill in this declaration by writing on the PDF document, print it, sign and stamp it. The partners will have to fill in the Legal Entity Sheet for public entities if they have public or governed by public law status, or fill in the Legal Entity Sheet for private companies if their status is the one of a body governed by private law (e.g. NGOs, etc.).

    Please, be aware that once the document is filled in electronically, the data typed can't be saved. In order to keep a copy of the record, we suggest printing the completed form.

6. Financial Identification Sheet: each partner requesting IPA contribution should fill in this declaration by writing on the PDF document, print it, sign and stamp it and either requesting the bank representative to sign and stamp it or adding a copy of a recent bank statement (in this case the signature and stamp of the bank is not needed).

7. Co-financing Sheet: each partner requesting IPA contribution should fill in the Co-financing Sheet, by listing the expected sources of funding and the amounts. The following information should be provided: contribution provided by the applicant, contribution requested to the IPA funds, contribution requested to other EC funds (specify the name and the conditions of the contribution), contribution requested to other organisations (specify the names and the conditions).

8. Total budget: each Financial Lead Partner from each IPA country should fill in the IPA total budget per country, print it, sign and stamp it. It is very important that

the IPA Financial Lead Partner checks that the total budget declaration for its country and the one included in the Application Form contain exactly the same amounts. For more information on how to fill in the specific parts of the IPA budget, please refer to the section "5.a Budget IPA per partner" of this Applicants' Guidelines.

Observer Declaration (requested <u>only</u> in case of observer partners)

<u>Observer Declaration:</u> in case a proposal includes also observer partners, each observer partner should fill in this declaration by writing on the grey cells, print it on a headed letter, sign and stamp it. If observer partners are included in the AF but have not submitted the filled, signed and stamped declaration, they will not be taken into consideration.

Declaration on secured alternative funding option for IPA partners (not mandatory).

The Lead Partner is asked to fill a declaration on secured alternative funding option for the IPA partners of the project in the case the IPA contribution is not available for one or more IPA partners of the project.